



Tuesday, November 19, 2024
2:00 p.m. - 4:00 p.m.
ED 303 & WebEx

Educator Preparation Provider Advisory Committee (EPPAC) Meeting Minutes

Attendance:

Amanda Metcalf, Maria Agee, Rachel Dodrill, Leann Elkins, Laura Gugliani, Deb Hemler, Stephanie Jones, Keisha Kibler, Kristi Kiefer, Toni Poling, Kurt Meader, Courtney Miller, Candice Moench, Barbara Owens, Nenad Radulovich, Julie Reneau, Joyce Rose, Angela Schwer, Carol Tannous, Terrin Taylor, Barbara Wierzbicki, and Sandy Shriver.

Guests: Tenishia Amos, Teresa Bailey, Ashley Carpenter, Debbie Conover, Gia Deasy, Traci Tuttle, and Heather Yoho.

I. Welcome

- Welcome comments provided by Amanda Metcalf included welcoming our newest EPPAC members:
 - Gia Deasey - Community Representative
 - Debbie Conover - Principal at East Fairmont Middle School
 - Tenishia Amos - Coordinator at East Fairmont High School
 - Heather Yoho – Coordinator at Mannington Middle School

II. WVDE Educational Preparation, Licensure Policies, & Statutes

- Dr. Traci Tuttle – Director, WVDE Office of Educator Preparation.
- Teresa Bailey – EPP Liaison, Division of Academic Support & Educator Development, WVDE Office of Educator Preparation.
- Teresa Bailey shared a PowerPoint presentation and provided an overview/update on each item: the TEACHWV website, Grow Your Own teacher apprentice program, HEPC dual credit offerings, Regional Science of Reading and Unite with Numeracy meetings, Technology and Computer Science Senate Bill 267, WVDE Artificial Intelligence Guidance document, MOUs between Educator Preparation programs and county BOEs, and the West Virginia Board of Education Policy 5202 certification policy.

III. Approval of Minutes: April 18, 2024

- Barbara Wierzbicki made a motion to accept the minutes as written. Julie Reneau seconded, and the motion passed.

IV. Admission & Exit Criteria – Toni Poling

- Gateways have been updated; the pre-education pathway has been removed; Education major is declared.
 - Three course offerings student can take without being fully admitted to the program.
 - After students are fully admitted to the program they are permitted to take the other program courses.
 - Toni Poling has a gateway document she can share.

- Basic Skills has certain exemptions. The Registrar thinks the system will provide an automatic flag; Lori Schoonmaker is working on this and hopes it can be utilized and implemented soon.

V. Pre-Professional Skills, Content Specialization, & Professional Education Assessments – Toni Poling

- Pre-Professional Skills: Trauma-Informed Learning and Social-Emotional Learning should be embedded threads throughout the programs.
 - GRCE courses have been offered and are working to expand the GRCE courses offerings, would also like to create and offer elective courses.
 - The Residency 1 and Residency 2 students can participate in the county school's offerings.
 - Discussion was held regarding student teachers dealing with intense behaviors in the classrooms.
- Angela Schwer, Jim Matthews, and Keisha Kibler are working on a 4+1 in MAT combo as a pilot program. Other programs may be considering a similar option.
- Content Specialization: The Standard 1 Committee is meeting and working throughout the semester.
- Professional Education Assessments:
 - Toni Poling presented an Exit Survey data report presentation and provided an overview of the data.
 - The C3 committee has continued to meet.
 - There are 11 students and a 100% WV TPA pass rate.
 - Graduate programs and MAT being offered.
 - Undergraduate students are getting stronger but continue to struggle with differentiation.
 - There are updated lesson plan guidelines.
 - Toni Poling will have a full report at the Spring 2025 meeting.
 - Marcie Raol has compiled data from the Student Advisory group and will provide that information at a future meeting.

VI. Praxis Testing – Toni Poling

- Will provide data at the Spring 2025 meeting.
- CKE test, 2 series, now offered, allowed to mix and match.
- Good success rate with Social Studies and Science.
- CoEHHP, LEAD Center, and state support provided to students.
- Praxis waivers available to students - funded by specific donations via the Foundation.

VII. Educational Technology Activities & Assessments – Toni Poling

- Marcie Raol sent out a survey to obtain data on how we are using technology in courses.
- Maria Agee created a technology-centered course in the M.Ed. in Instructional Design and Technology program and is utilizing robots and a smartboard in the classroom.
- Course mapping will be evaluated and where technology is placed.
- More information will be shared at the Spring 2025 meeting.

VIII. Program Reviews & Findings – Amanda Metcalf

- Appreciation was expressed to the following SPA Report Preparers:
 - BA in Math 5-9, Math 5-Adult, & Math 5-Adult MAT (Stephanie Jones, Dennine LaRue, and Joe Riesen). National Council of Teachers of Mathematics – Submitted 1/25/2024 - National recognition through 2-1-2031.

- English BA and MAT (Jim Matthews and Angela Schwer). National Council for Teachers of English – Submitted 7/29/2024 - Recognized with Conditions until 8/1/2026.
- Physical Education UG and MAT (Kristi Kiefer, Tori Valentine, and Jan Kiger). Awaiting response from SHAPE America – Submitted 9/24/2024.
- M.Ed. in Educational Leadership, Educational Leadership Certificate, & Principal Certificate (Toni Poling and Amanda Metcalf). Awaiting response from National Educational Leadership Preparation - Submitted 9/30/2024.

IX. Recruitment & Retention of Students – Carol Tannous

• Recruitment

- Focus on connecting recruitment with advising and retention.
- LibGuide was created and expanded to provide CoEHHP faculty with useful tools and information.
- Individual campus meetings held with prospective students and their families.
- There are 8 Day-on-Campus events.
- SOAR awards are provided to prospective students. Faculty are involved and attend presentations.
- There is a long list of students who graduated; a cohort of graduates could be created and could reach out to them to see how they can be utilized to help improve recruiting.

• Retention

- Access for advisors, forms/tools/links provided in the LibGuide.
- Nuts & Bolts sessions were held and are now complete for the Fall term.
- First Year Seminar courses – attendance rate is good and students are doing well.
- Met with Marcie Raol and Toni Poling to discuss CAEP accreditation regarding recruiting and retention.

X. Clinical & Field Experiences – Barbara Owens

- School partners have participated in meaningful ways through the EPPAC meetings, in the mock-interview process with students, and various other actions.
- Appreciation expressed for Gia Deasy's contributions.
- Data for student teachers in Fall term: 12 will graduate, 3 MAT, 5 SPED, 3 CTRs; 140 total placements in Fall semester; 26 undergraduates expected in Spring term; working on CTR placements for Spring semester.
- Met with BOE superintendents from 5 counties; met with principals from Marion County and Harrison County; seeking input on county needs.

XI. Items from the Floor

- Amanda Metcalf mentioned Charlie Watson, former Coordinator of Teacher Certification and Student Success for the CoEHHP, is now working in the Provost's Office as the Academic Operations Manager. This open position is being evaluated and a decision will be made regarding how to proceed with filling the position.
- Amanda Metcalf noted the CAEP visit is scheduled for November 2025; EPPAC representatives will be invited to attend.
- Amanda Metcalf asked for suggestions on what can be done to support graduate program marketing to public schools. Barbara Owens already distributes flyers to the schools, Barbara Owens and Toni Poling attend West Virginia Department of Education meetings. Suggestions included presenting at schools' Faculty Senate meetings, reaching out to

students graduating in BA programs, and stressing the importance of a positive pay scale impact with obtaining a master's degree.

- Candice Moench stated the need to get more female students in Science and Math degrees and the need for more students in Social Studies.
- Candice Moench announced that she and Maria Agee will be presenting at a conference and provided appreciation to Rachel Dodrill for her efforts in student mentoring.
- Deb Hemler mentioned an Elementary Earth and Space Science program will be held, 36 teachers can participate, Barbara Owens will distribute a flyer to the schools.
- Deb Hemler announced a weekend Robotics event will be held on campus, 7 volunteers are needed, contact her for more information.



Thursday, April 17, 2025
2:00 p.m. - 4:00 p.m.
ED 303 & WebEx

Educator Preparation Provider Advisory Committee (EPPAC) Meeting Minutes

Attendance:

Amanda Metcalf, Maria Agee, Rachel Dodrill, Leann Elkins, Laura Gugliani, Deb Hemler, Stephanie Jones, Keisha Kibler, Kristi Kiefer, Jan Kiger, Toni Poling, James Matthews, Kurt Meader, Courtney Miller, Candice Moench, Barbara Owens, Marcie Raol, Joyce Rose, Carol Tannous, Terrin Taylor, Elizabeth Urse, Barb Wierzbicki, and Sandy Shriver.

Guests: Teresa Bailey, Ashley Carpenter, Gia Deasy, and Heather Yoho.

I. Welcome

Welcome comments provided by Amanda Metcalf.

II. WVDE Educational Preparation, Licensure Policies, & Statutes

- Teresa Bailey – EPP Liaison, Division of Academic Support & Educator Development, WVDE Office of Educator Preparation.
- Teresa Bailey shared a PowerPoint presentation and two handouts regarding MOUs. She provided an overview on each topic: Educators Rising, Praxis Bridge Offerings, ETS Webinar, and MOUs/Partnership Agreements.

III. Approval of Minutes: November 19, 2024

Toni Poling made a motion to accept the minutes as written. Jan Kiger seconded, and the motion passed.

IV. Staff Update – Amanda Metcalf

- There were 4 failed searches for the Administrative Operations Coordinator position for the College. The position was recently reposted and closed on April 14. The search committee is now in the process of reviewing applications and hope to schedule interviews soon.

V. New & Revised Preparation Programs – Amanda Metcalf

- Curriculum proposals for the M.Ed. in Educational Leadership and the Educational Leadership Certificate were recently approved by CoEHHP and the Graduate Studies Council. Copies of the proposals were distributed and Kurt Meader provided an overview for each of the proposals.

VI. National Program Reviews & Findings – Amanda Metcalf

- The Physical Education undergraduate and MAT were accredited through February 2026.
- The Educational Leadership MED and Principal were approved.
- The Educational Leadership Certifications were resubmitted but approved through February 2028.
- Congratulations and thank you to all who worked on these and making them successful.

VII. CAEP Self-Study Report & Site Visit – Amanda Metcalf

- The CAEP Report was submitted on March 15. At least 34 people worked on it. Thank you to everyone involved for a successful report submission. This endeavor shows we have strong programs and highlights all the good work being done within the College.
- The CAEP site visit will be virtual and held November 12-14.

VIII. Clinical & Field Experiences – Barbara Owens

- Meeting CAEP Standard 2, the clinicals and partnerships with public schools is vital and a successful relationship. There are currently 35 partnering schools.
- All students are now in the Residency program. Students that remained from the traditional program have all graduated.
- The PDS Office has started meeting in several small groups with coordinators instead of one large meeting. The small group format has provided improved discussion and interaction during the meetings.
- State funding for Residency has stopped. There may be an opportunity to get support from other sources such as Step 7 funding.
- There are teacher panel groups within the schools and they provide informational presentations.
- Mock interviews will be held on campus in a few weeks. Many representatives from the public schools, including some principals, have participated in these sessions.

IX. Professional Education Assessments – Marcie Raol

- Handout was provided that showed data for PRAXIS Exam Test Passage Rate for September 2024-April 4, 2025, and WVTPA Occurrence of 1s on First Submission in Spring 2025, WVTPA Final Pass Scores. Marcie Raol provided an overview of the data
- Discussion was held regarding data needs and uses, how data is compiled, and what time periods are needed.
- Key Assessments for CAEP – an observation rubric was piloted and was successful. It will now be used consistently across the board. Training will be provided. Student teaching won't be part of the key assessment but will be included in some way.
- TaskStream is used for Dispositions data. However, the TaskStream contract ends on June 30 so we must find another way to house that data. More information will be forthcoming, and we will have to create a work group to develop the tool.

X. Program Admission – Toni Poling

- Toni Poling announced 4 new Underwood Smith Scholars were named which makes a total of 23 for the Department of Education. The scholarship is for students in high-need areas and provides 4 years of tuition and appointed mentors.
- Discussion was held regarding the CoEHHP Praxis waiver process and how to make it more accessible for students. Amanda Metcalf and Toni Poling will review the process and work to make adjustments and provide more information about changes. Information will also be provided to students.
- Amanda Metcalf noted that CoEHHP provides a testing room for student use so they can take Praxis tests online. The room is available by reservation and is managed by the CoEHHP main office.

XI. Pre-Professional Skills, Trauma-Informed, Content Specialization – Toni Poling

- EDUC 6305, Intro Trauma-Info Care & Resil, will be offered this summer. It is 3 credit hours online and STAR certification will be an option. This course will eventually be revised to be 2 separate courses.

XII. Educational Technology Activities – Toni Poling

- Falcon mini-grants are available and can assist in funding technology needs. Applications for mini-grants are encouraged.

XIII. Recruitment & Retention of Students – Carol Tannous

- **Retention**
 - Elementary Education and Physical Education has 83% registered. Data for all programs was not available due to a position vacancy. More data will be provided when available.
 - Freshmen start registration on Monday, April 21.
 - Outreach to students is ongoing.
- **Recruitment**
 - Recruitment events have begun. Off-campus and on-campus events were held and well attended.
 - SOAR events were held and enhance networking and interaction with students; have resulted in students coming to this campus.
 - Orientation sessions – 83 students attended yesterday and were registered in Education and Exercise Science.
 - Maroon & White Day – 10 people – successful event.
 - Summer 2024 sessions – secondary students also came to those sessions. Worked with department faculty so students could go see labs and buildings where they would be taking classes. Students were impressed by doing that.

XIV. Items from the Floor

- Amanda Metcalf stated that the Foundation reported that approximately \$715,000 in donations was made to the University on the Day of Giving. Of that total, \$43,000 was donated to CoEHHP and additional monies were donated to the CoEHHP Praxis Testing Fund.
- Amanda Metcalf said micro credentials or e-badges can be offered. Let her know if you have any suggestions for those or for potential GRCE courses that should be offered. GRCE courses can be online or face-to-face and cost \$150.
- Graduate Program Recruitment – Amanda Metcalf noted the Dean of Graduate Studies is going to have a designated employee within that office to work on recruiting for graduate programs. They are also working on revamping flyers and program sheets and designing infographics for graduate programs.
- Amanda Metcalf stated that a Workplace Career Fair Event was held recently and 22 education students attended.
- Deb Hemler thanked Maria Agee and Marcie Raol for assisting with the NASA Day event where 300 students attended.
- Deb Hemler announced that an Elementary Earth & Space Science summer camp will be held on campus June 16-20. It is funded by a grant. 36 teachers will attend and create 2 units during the camp. They can take a GRCE along with the campus and earn CEU credits and can get an additional 1 credit by attending a conference.
- Deb Hemler said an Engineering Design camp will also be offered this summer. Attendees will pay \$599 to attend.

- Candice Moench stated a Literacy Conference will be held on campus this summer and will have 75 teachers attend on a Saturday.
- Barbara Owens said she was told that anyone providing communications to public school employees must include a disclaimer statement. She recently found out about this when she was asked by President Mike Davis to send an informational notice about the Movie Night events held on campus.
- Stephanie Jones provided information about the composition of the Math 1430 course and said some students feel it is a barrier. Carol Tannous asked that Stephanie send something in writing to the FAN group to provide them with the information so they can address any concerns students may have during orientation sessions.